

**HUMAN RESOURCE OFFICE  
THE ADJUTANT GENERAL OF VIRGINIA  
BUILDING 316, FORT PICKETT  
BLACKSTONE, VA 23824-6316**

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**NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER:** NW PSNCO-05

**POSITION TITLE:** Personnel NCO/Personnel Service Sergeant/Admin NCO

**GRADES:** SPC/E4 - SSG/E-6                      **DMOS:** 42A10/20/30

**FEMALE ASSIGNMENT ELIGIBILITY:** YES

**UNIT:** TBD (Various locations in Virginia depending on current vacancies)

**OPENING DATE:** 19 October 2004              **CLOSING DATE:** 30 September 2005

**POC FOR ADDITIONAL INFORMATION:** SSG Sheryl Scott, (434) 298-6330, or DSN 438-6330 or e-mail Mrs Brenda Ralls at Brenda.ralls@va.ngb.army.mil

**WHO MAY APPLY:** Individuals must be in the grade of SPC/E4 through SSG/E6. Must be a member of the Virginia Army National Guard or be able to become a member if selected for this position. SPC/E4 and SGT/E5 have 12 months to become qualified. E-6/SSG must be qualified in MOS 42A30.

**DUTIES AND RESPONSIBILITIES OF PERSONNEL NCO POSITION:** Processes a variety of military personnel transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, transfer, evaluation, qualification, attendance, clearance, training and personnel recognition of enlisted and officer personnel in the Nation Guard. Provides assistance to members and dependents involving benefits and entitlements, survivor benefits, and other personal affairs/family support activities. Reconstructs and verifies situations and facts pertaining to each assigned transaction. Understands and applies substantive and procedural requirements, including rules, regulations, and precedent decisions, in independently accomplishing transactions ranging from the very routine and simple to the most unusual and complex. Initiates and maintains military personnel records for assigned and attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data a current and accurate. Ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required. Performs a variety of military personnel related administrative duties to include typing and distribution of correspondence and other written material, maintaining master files of publications, special orders, correspondence, etc, receiving and distributing of mail, telephone calls and other information such as payroll data, medical information, etc. Perform other duties as assigned.

VAHR-M

SUBJECT: VaARNG Nationwide AGR Vacancy Announcement Number NW PSNCO-05,  
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**DUTIES AND RESPONSIBILITIES OF PERSONNEL SERVICE NCO POSITION:** Assists the S-1 in personnel and administrative matters by acting as the point of contact in issues relating to the welfare of the soldiers. Interprets, understands and implements Major Command and STARC regulations, policies and precedents pertaining to personnel matters. Accomplishes a variety of personnel transactions, including appointments, enlistment's, separations, promotions, orders, duty assignments, transfers, officer and enlisted evaluations, line of duty actions, security clearances, and retirements. Provides counseling on benefits entitlements, career and bonus programs, educational programs, retirement programs and other benefits. Assists dependents concerning benefits and entitlements. Ensures personnel actions are completed in a timely and accurate manner. Works under the direct supervision of the Senior Personnel Sergeant and the S-1. Perform other duties as assigned.

**DUTIES AND RESPONSIBILITIES OF ADMIN NCO POSITION:** Provides advice, counsel, and assistance to the commander and unit staff pertaining to personnel administration. Interprets, understand and implements Major Command and state regulations, policies and precedents pertaining to personnel actions. Plans, organizes and administers the personnel program for the unit. Oversees the staffing classification, assignment and utilization of personnel in accordance with programmed manning documents. Accomplishes a variety of personnel transactions including appointments, enlistments, separations, promotions, orders, duty assignments, transfers, officer and enlisted evaluations, line of duty actions, security clearances, retirements, applications for schools, payroll actions, etc. Assists with unit mobility requirements including establishment of mobility folders, passports, publication of orders, etc. Provides counseling on benefits, entitlements, career and bonus programs, educational, retirement and other benefits. Assists dependents concerning benefits and entitlements. Ensures personnel records are kept current and accurate and contain the proper supporting documentation. Perform other duties as assigned.

**QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:**

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55<sup>th</sup> birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal

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from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

GRADE AND SPECIALTY: If an Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

**IF YOU ARE NOT CURRENTLY AGR AND NOT QUALIFIED YOU MAY APPLY FOR THIS POSITION. HOWEVER, IF YOU ARE AN E-6/SSG SELECTED AND NOT QUALIFIED, YOU WILL NOT BE APPOINTED IN THE AGR PROGRAM UNTIL QUALIFIED.**

**QUALIFICATIONS FOR SUBSEQUENT DUTY IN THE AGR PROGRAM:** (This applies to current on-board Virginia AGR enlisted only.)

1. Must possess the grade equal to, or below, that authorized for the AGR duty position as described on the announcement.

**Must possess or be able to gain within 12 months, the specialty required for the AGR duty position- 42A10/20/30.**

**HOW TO APPLY:** Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last **five consecutive** NCOERs. If you are a new E-5 and have not yet received an NCOER or an E4/SPC, you must submit a letter of recommendation in lieu of the NCOER.
3. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and a signature by PSB personnel.
4. Photograph in Class A uniform (taken within the last 12 months). Official photo not required. Photo must be dated.
5. Documentation to support all periods of duty/service  
**DA Form 1506, or NGB Forms 23/23B.**
6. Geographical Preference Sheet
7. Any additional information the applicant may wish to submit.
8. Current physical (DD2807-1 and DD2808 completed within the last five years).

**SECURITY CLEARANCE:** Position requires a "SECRET" security clearance. Must be eligible to obtain as a minimum, an "interim" clearance **prior to appointment** to the position. If tentatively selected for a position and soldier is not eligible for an interim clearance prior to appointment to the position, and a waiver is not approved, the offer for the position will be revoked.

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**SPECIAL INFORMATION:** Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

**REMARKS:** Submit applications to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 1 September 2005. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at [www.varich.ang.af.mil](http://www.varich.ang.af.mil) (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//  
DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer